



The Constitution

**This document details the governing rules and regulations
of the
Weymouth Model Railway Association, Dorset, UK**

This version is based on the restructured version printed on 19th February 2007 with amendments agreed at the AGM on 28th March 2011, 24 March 2014 and 20 March 2017 and supersedes all previous versions.

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- Name** 1.1 This organisation for railway modellers and enthusiasts shall be known as the WEYMOUTH MODEL RAILWAY ASSOCIATION - the Association
- Objectives** 2.1 The objectives of the Association shall be to:
- i Promote Model Railways throughout the Weymouth area.
 - ii Give railway modellers the opportunity to join an organisation for the purposes of acquiring, improving and sharing railway modelling skills.
 - iii Provide facilities and resources for the railway modellers working on Association projects.
 - iv Provide individual modellers with help with their own projects.
 - v Organise social and fund raising events.
- Management** 3.1 The general business of the Association shall be managed by a Management Committee (the Committee), which shall be elected at each Annual General Meeting, consisting of the following executive (denoted by *) and non-executive posts:
- 3.2 **Chairman*** - to chair any Association meeting and to exercise a casting vote. The Chairman is responsible for the promotion and well-being of the Association.
- 3.3 **Vice Chairman*** - to stand in for the Chairman as necessary including use of his casting vote when chairing a meeting in the absence of the Chairman.
- 3.4 **Secretary*** - to be responsible for the general correspondence of the Association. To produce a record of all meetings. To carry out such duties as directed by the Management Committee.
- 3.5 **Treasurer*** - to manage, monitor and report on all financial aspects of the Association. The Treasurer shall ensure that the accounts are examined (by the Independent Examiner) each year prior to the AGM.
- 3.6 **Exhibition Manager** - to organise the Association's annual exhibition.
- 3.7 **Publicity Officer** - to arrange publicity for the Association's exhibitions and open days, and to generally publicise the Association to encourage new members to join.
- 3.8 **Two or Four Additional Members** - to serve on the Committee as representatives of the members and/or Association projects. To serve on any sub-committee set up by the Association Committee. To assist with the general management of the Association's affairs.
- 3.9 **Committee Powers.** The Committee shall, besides generally managing the affairs of the Association, have the following specific powers.
- i. To fill any vacancy on the Committee not filled at the Annual General Meeting or any vacancy falling between Annual General Meetings.
 - ii To set up such sub-committees as it deems necessary. The Chairman and the Secretary shall be members (by virtue of office) of all sub-committees.
 - iii To appoint and remove members designated by the Management Committee to co-ordinate specific projects.
- 3.10 **Committee Meetings.** The Committee shall meet at least six times a year and at such meetings the Treasurer shall submit a statement of accounts giving Bank/Building Society balances, debtors, creditors and cash in hand in order that a true statement of the Association's financial affairs is available. All members of the Committee shall be entitled to one vote, if present. The Chairman also has a casting vote.
- 3.11 **Committee Attendance.** Any member of the Committee or any sub-committee who fails to attend three consecutive meetings without due cause, shall be deemed to have resigned from the Committee.
- 3.12 **Length of Service in Post.** No member of the Committee shall serve in the same executive post, i.e. Chairman, Vice Chairman, Secretary, Treasurer, for more than three consecutive years. In the absence of a nominee for the executive post, the present post-holder shall be allowed to continue for a further term in office.
- 3.13 **Eligibility for Committee.** A minimum of one year as a member.

- 3.14 Eligibility for Executive Post.** A minimum of two years as a member.
- Independent Examiner**
- 4.1 Election of Examiner.** A suitable person shall be elected as Independent Examiner to the Association who shall examine all accounts and receipts and submit a certified financial statement to the Committee.
- Records**
- 5.1 Recording Periods.** The Association financial year is from 1st March to the following 28/29th February and the membership year is from 1st April to 31st March.
- 5.2 Minutes.** The Secretary shall record the statements, agreements and action in respect of all meetings of the Association. The Secretary shall, in addition, keep an inventory of purchased and re-saleable materials and stock.
- 5.3 Accounts.** The Treasurer shall record details of cash accounts, income and expenditure for the purposes of monitoring and reporting all financial transactions of the Association. The Treasurer shall maintain a record of all members' payments to the Association.
- 5.4 Register of Members.** The Treasurer shall maintain a list of the members' names and their contact details.
- General Meetings**
- 6.1 Notice Period.** The required notice period for a General Meeting is fourteen days. Written notice of a General Meeting shall be handed to a member or posted to their last notified address, or, with the member's consent to their last notified e-mail address. Business at General Meetings shall be restricted to that notified in advance and no other business shall be discussed.
- 6.2 AGM.** The Annual General Meeting of the Association shall be held during March, in each year at which the Committee shall report on the past year, and officers for the forthcoming year shall be elected.
- 6.3 SGM.** A Special General Meeting of the Association shall be called when determined necessary by the Committee or upon the request of 50% of the members. The calling notice shall specify the reason for the meeting.
- 6.4 Quorum.** No general meeting shall be deemed to be valid unless a quorum of members is present. A quorum shall consist of two of the Association's Executive Officers and 30% of the members.
- 6.5 Constitutional Changes.** The Constitution of the Association may only be changed at a General Meeting. All motions to change the Constitution shall be notified, with details of the changes proposed, to all members in the same manner as the notice of the meeting.
- 6.6 Voting.** All matters shall be deemed carried if a simple majority of those fully paid-up members present are voting in favour of the motion.
- Finance**
- 7.1 Current Account.** An account shall be maintained with a Bank or Building Society approved by the Committee, in the name of the Association, into which shall be paid all monies received, and upon which shall be drawn cheques to be signed by any two of three signatories. The signatories shall be three members of the Committee, and their specimen signatures shall be lodged with the Association's Bankers.
- 7.2 High Interest Account.** The Committee shall have the power to invest any money belonging to the Association in further agreed Bnk or Building Society accounts, the same signatories only may make withdrawals.
- 7.3 Petty Cash.** The Treasurer shall keep a Petty cash Book and Float and shall be permitted to make cash payments not exceeding £50 for any essential purchase of consumables against a receipt.
- 7.4 Credit.** No credit shall be allowed to any member for monies due to the Association except as specifically provided by this Constitution.

- 7.5 Liability.** The Association shall be solely responsible for any liabilities incurred in its name in accordance with the Constitution and there shall be no liability on any individual member or group of members providing they have acted in accordance with the Constitution.
- Cessation of the Association** **8.1** All properties and assets of the Association shall be sold and the monies from the sale together with any outstanding cash in hand shall be divided up in equal amounts amongst all the current members excluding Associate/Overseas members.
- Membership** **9.1 Eligibility.** Persons over the age of 16 years on the 1st April of the current year.
- 9.2 Application & Approval.** Membership of the Association shall be open to any person subject to two thirds of the Association's Committee present and voting to approve the application.
- 9.3 Minors.** Children under the age of 16 on the 1st April of the current year may attend meetings and events organised by the Association, free of charge, provided a legally responsible adult member accompanies and supervises them.
- 9.4 Associate/Overseas Member.** This category of membership shall be awarded at the discretion of the Committee. It carries no rights other than it will allow the member free attendance at events solely organised by the Association.
- 9.5 Prospective Members** - may attend an Association meeting on three occasions over a two-month period free of charge. Any further attendance without actual membership being taken out shall be at the discretion of the Committee.
- 9.6 Annual Membership Fee.** This shall be paid by each member in accordance with the requirements of the Constitution. The Annual membership Fee for the forthcoming year shall be decided at the AGM and detailed in Annex 1 to this Constitution. Payment of this fee shall entitle a member to attend Association meetings and vote and take part in other activities and events organised by the Association, throughout that year.
- 9.7 Payment.** Due on the 1st April of each year and either the full amount or the first quarterly instalment must be paid by the 30th April each year. The remaining quarterly payments must be made within the month they fall due, i.e. July, October & January. New members joining the Association after 30th September shall be required to pay half the Annual Membership Fee.
- Conditions of Membership** **10.1 Non-payment.** If an Annual Membership Fee is not paid in accordance with the Constitution then Membership of the Association shall be deemed to have ceased.
- 10.2 Conduct.** No member shall commit to any expenditure, or change any policy, or introduce a new policy without prior approval of the Committee, or a motion passed in favour at a General Meeting of the Association. Expenditure on behalf of the Association is subject to approval by two thirds of the Committee voting in favour.
- 10.3 Loyalty.** No member, by word or action, shall cause damage to the Association's good name. The Association reserves the right to refuse or withdraw membership in such instances.
- 10.4 Private Business.** The name of the Association may not be used in connection with a member's business. The Association reserves the right to withdraw membership in the case of unauthorised use of the Association's name.
- 10.5 Conflict of Interests.** No member with direct connections with the provision of railway modelling products and services may serve on the Committee of the Association. Members are required to declare such connections/interests to the Committee otherwise membership may be refused or withdrawn.

- 10.6** **Withdrawal of Membership.** Any member whose membership it is proposed to withdraw shall be informed in writing and shall have the right to explain their conduct to the Committee, and may appeal in writing to the Committee within 28 days. In which case a Special General Meeting may be called, at the discretion of the Committee, to review the case.
- 10.7** **Public Notice.** The Association reserves the right to publicly announce the refusal or withdrawal of membership where the Committee deems that this is in the best interests of the model railway community.

Annex 1 - Subscriptions The Annual Membership Fee for the year beginning 1st April 2011 is £35